

***REVISED VACANCY NOTICE**

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Case Management Coordinator</u>	CLASSIFICATION CODE: <u>00414000</u>
	SALARY RANGE: <u>(819A) \$35332 - \$39735</u>	REFERENCE POSITION NO.: <u>5551-10000-63</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>9/8/2006 - 9/23/2006</u>
	Division/Section/Unit: <u>RI College</u>	
	Assignment(s) / Comments: <u>Sherlock Center, Educational Advocate Surrogate Parent Program</u>	
	Shift and Days: <u>Monday - Friday 8:30 am to 4:30 pm</u>	Job Location: <u>Providence</u>
	Restrictions/Limitations: *Position is Federally Funded to 6-30-2007.	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> _____	
	Name of Bargaining Unit Union: <u>Non - Union</u>	
	There is* _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
General Information to Candidate	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
Statement of Duties	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	• Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	• Medical Information:	
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	DUTIES / RESPONSIBILITIES:	
	See attached job specification.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a college or university with a degree in a discipline related to the education of children or in child welfare; and Experience: Such as may have been gained through: a minimum of two years of full-time experience in education, human services or child welfare. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Rhode Island College, Office of Human Resources	Telephone #: <u>401-456-8443</u>
	600 Mt. Pleasant Avenue, Providence, RI 02908	Fax #: <u>401-456-8717</u>
	Attn: Robin Pecunioso, Manager Classified Services	TTY/TDD #: <u>1-800-745-5555</u>
		(Telecommunication Device for the Deaf)

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**



RHODE ISLAND COLLEGE
JOB DESCRIPTION

Title: Case Management Coordinator, Educational Advocate/Surrogate Parent Program
Status: Full-time, 35 hours per week
Salary Range: Grade 00819 A \$35,332 – 39,735
Union Affiliation: Non-Union, Unclassified
Reports to: Director, Paul V. Sherlock Center on Disabilities
Coordinator, Educational Advocate/Surrogate Parent Program

PRIMARY PURPOSE:

The individual will serve as an educational advocate for children who are in the care of DCYF and who have or are suspected of having a disability.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Essential Job Functions

- * Attend IEP meetings and other school meetings as necessary.
- * To provide educational advocacy services to assigned students, including:
 - Collecting and reviewing school records, including evaluations, discipline report, attendance records and other relevant information;
 - Making referrals for special education evaluation when appropriate;
 - Visiting schools and observing classrooms for assigned students as appropriate;
 - Participating in eligibility team meetings, disciplinary meetings, IEP meetings and other school meetings for assigned students;
 - Maintaining familiarity with available resources for students with disabilities in the assigned districts;
 - Working cooperatively with various service providers, including CASA and DCYF, regarding educational planning for students;
 - Monitoring the performance of local school departments in complying with the IEPs of assigned students.
- * To keep accurate and up-to-date records, file reports and assist in the preparation of cases with staff attorneys and supervisors.

Essential Job Functions (continued):

- * To attend staff meetings and training sessions as scheduled.
- * To perform such other duties as may be assigned by the Program Coordinator.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of the General and Special Education systems in Rhode Island.

Knowledge of pertinent laws and regulations.

Knowledge of the child welfare system in Rhode Island.

Ability to collaborate with professionals, families and students.

Effective communication skills – verbal, written and electronic.

Ability to travel to various public and private school locations throughout Rhode Island. (Must provide own transportation to schools and meetings).

QUALIFICATION STANDARDS

Required: College degree in a discipline related to the education of children or in child welfare; must provide own transportation to meetings throughout the state.

Preferred: Experience working in special education or child welfare systems in Rhode Island.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.